

Product Set Up Policy

Details on:

1. Non Scanning Items -

(Allcare Product Create Form)

2. Local Choice Items Listing -

(Business Case Form)

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1. PHARMACIES

1.1 INTRODUCTION

1.1.1 Context

The objective of Product Set Up Policy is to provide all staff working in our pharmacies clear and concise guidelines on what to do if:

- A product is not scanning
- There is a good commercial business case to be made to order/retain certain products in your pharmacy

1.1.2 Purpose

This policy has been designed to ensure that:

- a sales transaction can be carried out efficiently and professionally ensuring that all relevant sales, cost, VAT and margin will be recorded correctly throughout our system.
- All products can be identified when scanned for a live-stock count
- SELS can be printed for all products within each pharmacy and the RRP is clearly displayed for the customer to see.

1.1.3 Scope

- All products in the pharmacy
- All products that you have permission to order

1.1 INTRODUCTION cont/d...

1.1.4 What you need

1) NON-SCANNING ITEMS

a. **ALLCARE PRODUCT CREATE FORM.XLSX**

This form is stored on the website and can be downloaded from the Commercial folder → McLernon's Docs → Product Create Form

b. **PRODUCT DETAILS OF PRODUCTS NOT SCANNING**

These details will have to be entered into the Allcare Product Create form so you will need to have Barcode, Name, Size, Supplier, Cost, VAT etc

or

c. **SELECTED PRICE POINTS FOR PRODUCTS THAT ARE EVERCHANGING**

If all products are not to be listed from a particular Supplier e.g. Greeting cards, Jewellery, selected Giftware etc, a realistic price point can be set against a barcode. The Support office can then issue barcodes and descriptions that can be printed on labels and stuck to the products.

This must be discussed and approved with the relevant Buyer in the Support Office prior to sending details in.

2) BUSINESS CASE

d. **ALLCARE BUSINESS CASE FORM.XLSX**

This form is stored on the website and can be downloaded from Commercial folder → McLernon's Docs → Business Case Form

e. a solid and reasonable commercial reason for retaining/ordering products outside of the planogram, within your pharmacy. Sometimes there is a good local commercial reason to stock products that may not prosper across the network but, because of local demand, they would do well in selected pharmacies. This is your opportunity to make a case for such products or ranges.

PROCEDURE

1.2.1 NON SCANNING PRODUCTS

We have no way of accessing non-scanning information at the Support Office- we are depending on you to give us this data and we can then update the Master Product File. We cannot see sales data for non-scanning products and this can lead to us delisting products that are actually performing well in your pharmacies. Sometimes, it is advisable to set up product price points rather than individual product details. This is particularly true for Jewellery, Giftware, Greeting cards etc. The nature of these products mean that the offerings are changing constantly and it may be enough for us to group them together, by Supplier, with similar prices points. This should be discussed and approved with the Buyer for the category before the products are added to the system. We need Product details for all non-scanning and price point products to be recorded in the **ALLCARE PRODUCT CREATE FORM.XLSX**

ACTION

- Download the file - **ALLCARE PRODUCT CREATE FORM.XLSX** from the website
- Fill in all details for every product that is not scanning in your pharmacy
- Email this to products@allcaresupport.ie
- Give a brief outline in the email, of why the product is not scanning eg new packaging/barcode from Supplier, sale stock etc.

PRICE POINTS FOR SOME SUPPLIERS

- Follow the instructions as per the above NON SCANNING PRODUCTS and the Support Office will email you a file that can be printed onto small labels to be attached to the products.

1.2.1 Allcare Business Case Form.xlsx

The planograms are the guide for what is stocked in your pharmacy. However, we know that sometimes there is a local influence that means some products would do well in your pharmacy but may not be required by other pharmacies within the network. If you have products like this, fill in the **ALLCARE BUSINESS CASE FORM.XLSX** and email it to products@allcaresupport.ie Ensure that you include a good commercial reason for you to stock this product or range of products.

A member of the Buying Team will get back to you with a decision. No orders for these products are to be made until you get clearance from a member of the Buying Team.

Action Enter your commercial reasons for stocking this product(s)/range in the attached Business Case form and email to products@allcaresupport.ie. A member of the Buying Team will get back to you with a decision on next steps. Do not order any products until you hear from the Buying Team.